



Request for Qualifications

RFQ Item #16-204

Marina Operator

For

Augusta, Georgia – Recreation, Parks and Facilities Department

RFQ Due: Tuesday, July 26, 2016@ 11:00 a.m.

One Original, Seven (7) Copies of RFQ shall be submitted

Thanks for doing business with us . . .

Geri A. Sams, Procurement Director

535 Telfair Street, Room 605

Augusta, Georgia 30901



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Request for Qualification

Request for Qualifications will be received at this office until Tuesday, July 26, 2016 @ 11:00 a.m. for furnishing:

RFQ Item #16-204 Marina Operator for the Augusta Recreation, Parks and Facilities Department

Qualifications will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Request for Qualification (RFQ) documents may be viewed on the Augusta Georgia web site under the Procurement Department ARCBid. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

Mandatory Pre-Qualification Conference will be held on Friday, July 8, 2016, @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 12, 2016 @ 5:00 P.M. No RFQ will be accepted by fax, all must be received by mail or hand delivered.

No qualifications may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for qualifications (RFQ) and specifications. An RFQ shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the RFQ including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the RFQ which are not waivable or modifiable by the Procurement Director. All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFQ number on the outside of the envelope.

Proponents are cautioned that acquisition of RFQ documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFQ documents from unauthorized sources places the Proponent at the risk of receiving incomplete or inaccurate information upon which to base its qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle June 9, 16, 23, 30, 2016
Metro Courier June 16, 2016

cc: Williams Rhinehart Deputy Administrator
 Glenn Parker Recreation, Parks & Facilities Department
 Darrell Bennett Recreation, Parks & Facilities Department

Revised: 2/17/2016

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating, but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**
- Attn: Geri A. Sams,
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901,
Fax: 706-821-2811 or
Email:
procbidandcontract@augustaga.gov
- 1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining*

Race-Based Portion of DBE Program
Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)

Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011 Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.

A copy of this Order can be reviewed at www.augustaga.gov home page.

- 1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

- 1.8 **Terms of Contract:** (Check where applicable)
☐ (A) Annual Contract
☐ (B) One time Purchase.
☒ (C) Other



NOTICE TO ALL VENDORS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation"
(Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor

WARNING:

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements.

Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License?

Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

and/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable):

MUST BE LISTED ON FRONT OF ENVELOPE

General Contractor License # (Must Provide if applicable):

Additional Specialty License # (Must Provide if applicable):

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a RFQ. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1)____: (#2)____: (#3)____: (#4)____: (#5)____: (#6)____: (#7)____: (#8)____:

NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFQ, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this RFQ, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFQ.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

****E-Verify * User Identification Number (Company I.D.) _____**

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

NOTARY SEAL

Notary Public

My Commission Expires:_____

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.



You Must Complete and Return with Your Submittal. Document Must Be Notarized

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for _____

[RFQ Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

*** Alien Registration Number for Non-Citizens**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Local Small Business Opportunity Program Ordinance
Requirements Notice To All Proponents PLEASE READ
CAREFULLY Shall apply to ALL Bids/RFPs/RFQs regardless of the dollar amount

In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Contractors agree to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia upon request. The requirements of the Local Small Business Opportunity Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall

SHALL APPLY TO PROJECTS \$100,000 & UP

Sec. 1-10-129. Local small business opportunities program participation.

(a) Sealed Bids, Sealed Proposals, Professional Services And Other Major Purchasing. The following procedures and contract requirements will be used to insure that local small businesses are encouraged to participate in Augusta, Georgia contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts. The Augusta, Georgia user department shall indicate goals for local small business in all solicitations for contracts over \$100,000 in value:

(1) Bid conditions, requests for proposals, and all other specifications for contracts awarded by Augusta, Georgia will require that, where subcontracting goal is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from local small businesses. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

(2) Each Proponent shall be required to provide documentation of achieving goal or provide documentation of Good Faith Efforts to engage local small businesses as subcontractors or suppliers, the names of local small businesses and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed, recorded on the form(s) provided or made available as part of the bid package. If there are no sub-contracting opportunities, bidder shall so indicate on the appropriate form.

(6) All solicitation documents shall require bidders or proponents to submit with their bid/proposal the following written documents, statements or forms, which shall be made available by the Procurement Department.

(i) Non-Discrimination Statement which shall affirm the bidder's: (a) adherence to the policies of Augusta, Georgia relating to equal opportunity in contracting; (b) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (c) agreement not to engage in discriminatory conduct of any type.

(ii) Proposed Local Small Business Subcontractor/Supplier Utilization Plan.

(iii) Documentation of Good Faith Efforts to use local small businesses.

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

(d) Post Contract Award Requirements. The purpose of this sub-section is to establish requirements for

be in the format specified by the Director of Minority and Small Business Opportunities, and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the LSBOP Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

To print a copy of the Prime Contractor Data Collection Form visit:

<http://www.augustaga.gov/index.aspx?NID=1672>

Website: <http://www.augustaga.gov/index.aspx?nid=83>

contractor compliance with the LSBOP after a contract has been awarded. This is incorporated into all Augusta, Georgia Contracts for which a local small business goal has been established or negotiated.

(1) Contractors shall have an affirmative, ongoing obligation to meet or exceed the committed local small business goal for the duration of the contract. The Augusta, Georgia may deem a contractor to be in violation of the LSBOP and in breach of its contract if at any time Augusta, Georgia determines that:

(a) The contractor will not meet the committed local small business goals; and

(b) the reasons for the contractor's failure are within the contractor's control. For example, if a contractor does not meet the local small business goal because the contractor terminated a local small business without cause or if the contractor caused and local small business to withdraw from the project without justification, then Augusta, Georgia is justified in finding the contractor to be in violation of the LSBOP.

(h) Compliance.

(4) The Director of minority and small business opportunities shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with, the AUGUSTA, GA CODE and any State and Federal Laws applicable to any bid specifications for competitive sealed bid or competitive sealed proposal projects prior to award of the contract.

(i) Competitive Bids.

Nothing in this Policy is to be construed to require Augusta, Georgia to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from local small businesses who do not submit the best overall pricing to Augusta, Georgia.

Sec. 1-10-130. Exceptions – federally funded projects.

In accordance with § 1-10-8 and Chapter 10B, the LSBOP shall only be utilized with federally funded projects, solicitations or contracts as authorized by federal (and Georgia) laws, regulations and conditions applicable to such projects. To the extent that there are any conflicts between any such laws, regulations or conditions and the LSBOP, the federal (and Georgia) laws, regulations and conditions shall control.

For questions and or additional information please contact:

Mrs. Yvonne Gentry, Local Small Business Opportunity Program, 535 Telfair Street, Room 610, Augusta, Georgia 30901 (706) 821-2406. **NOTE:** All forms should be submitted in a separate, sealed envelope labeled Local Small Business Required Forms, Company's Name & Bid Number.

Rev. 6/27/2013

RFQ 16-204 Marina Operator
RFQ Due: Tuesday, July 26, 2016 @ 11:00 a.m.
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INSTRUCTION TO SUBMIT

Augusta, Georgia invites qualified operators of Marina/boating facilities to submit a Statement of Qualifications (SOQ) expressing their interest in the operation of Augusta owned Riverwalk and Riverfront Marina's.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until Tuesday, July 26, 2016 @ 11:00 a.m. Each RFQ must be submitted in a sealed envelope, and must be plainly marked on the outside as **"RFQ Item #16-204 Marina Operator**. They should be marked to the attention of Geri Sams, Director of Procurement. **Vendors are required to submit one (1) marked unbound original, seven (7) copies of your Request for Qualification.**

Mandatory Pre Qualifications Conference will be held on Friday, July 8, 2016, @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. All firms responding are cautioned to read this RFQ carefully for understanding and request clarification from Augusta on any questions pertaining to this RFQ.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 12, 2016 @ 5:00 P.M. No RFQ will be accepted by fax, all must be received by mail or hand delivered. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of qualification or any subsequent contract negotiations.

After advertisement, the RFQs shall be opened per Procurement guidelines. The Procurement Department shall determine whether each package appears to be minimally responsive to the published RFQ requirements.

The Augusta Recreation, Parks and Facilities Department, in association with Procurement, will appoint a selection committee to review all acceptable minimally responsive packages. The selection committee members shall review and score each package individually based on the evaluation criteria.

Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by an official authorized to bind the firm to the terms and provisions of the qualifications and must be submitted in the time, manner and form prescribed. For a submittal to be considered it must remain valid for at least sixty (60) days from the time that the Owner receives it.

The Owner reserves the right to reject any or all submittals received as the result of this request. The Owner also maintains the right to negotiate with any firm(s), as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta, Georgia Commission for their consideration and final approval.

Qualified firms interested in providing the services described herein are invited to submit a complete Request for Qualification for consideration. The qualifications shall address the requirements listed below. Failure to provide all requested information may be sufficient cause for rejection. The firm may provide additional information to that requested, provided it is placed in a separate section at the end of the RFQ.

Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.

OBJECTIVE

The primary goals to be achieved are to improve marina services offered to the public and to reduce the overall costs to Augusta, Ga., in the operation of these facilities. The successful operator will upgrade operations and provide a foundation for meeting operating expenses without sacrificing the quality of customer services to marina users.

QUALIFICATIONS

To be considered, an operator must have a minimum of 5 years' experience in a marina operation or equivalent experiences managing a related type facility. Must have or have the ability to possess an Augusta Business License. Operator must have knowledge of and experience with the operation of a retail convenience facility that includes food, beverage and convenience items sales.

SERVICES REQUIRED BY OPERATOR

Operation of office and marina store

Daily maintenance repairs and upkeep of docks, store, boat ramps, parking areas and restrooms

Leasing of dock slips

Gasoline sales and service

24 Hour emergence service capability

On site resident management

EXHIBIT "A"- Aerial view of Riverwalk Marina (Dock A&B)

EXHIBIT "B"- Aerial view of Riverfront Marina (Dock C)

EXHIBIT "C"- Aerial view of Riverfront Marina Warehouse

Required services are to include but not limited to the following items:

1. Augusta is the owner of the Riverwalk and Riverfront Marina's, consisting of that parcel of land located between the Railroad Bridge, and the Gordon Highway Bridge, on the Savannah River. The address is #1 Fifth Street in Augusta, Georgia; and the Riverfront Marina from the break in the levee at East Boundary to Modern Welding, with the address being 103 Riverfront Drive in Augusta, Georgia, including the Riverfront Marina Warehouse. The Riverwalk Marina includes 67 boat slips and the Riverfront Marina can accommodate 5 parallel slips. The Riverfront Marina Warehouse can accommodate more than 50+ boats with inside and outside storage; final number to be determined by size of boats under storage agreements.
2. **Beginning Operation:** The successful operator must assume all operations no later than **January 1, 2017** unless otherwise agreed upon.
3. **Managerial Services:** The Operator shall have an experienced manager on the premises at all times the Marina Store and/or Riverfront Marina Warehouse is operating. Conduct of the employees of the Operator shall be subjected to reasonable regulation by Augusta. Operating hours shall be submitted for approval.
4. **Operator's Employees:** If Augusta has reasonable evidence to believe that any employee of the Operator is incompetent, disorderly, or otherwise has performed his or her duties in an objectionable manner, Augusta shall have the right to require the Operator to replace that employee. Employees are expected to provide good customer service at all times.
5. **Concession Operation:** The Operator may sell concessions as desired, however there shall be no sale of alcohol on the premises. Equipment necessary for the sale of concessions must be furnished by the Operator. Prices for concession shall be reviewed and approved annually by Augusta.

6. **Gas Sales and Operation:** Operator shall provide gasoline sales and operation by acquiring all applicable petroleum vendor licensing. If current Underground Storage Tanks (UST) are to be used, vendor must follow all UST regulations and follow all EPA testing requirements.

6A. **Other Rentals:** Operator may provide other rental opportunities to the general public. Possible rental opportunities (but not limited to) include canoes, kayaks, paddleboards, jet skis, boats, bicycles, Segway or other mobility devices, etc. All fees shall be reviewed and approved by Augusta.
7. **Fees Charged to the Public:** The Operator shall submit requested fees for Marina Operating including boat slip rentals, dry storage fees, etc. and shall be approved by Augusta. **All Fees shall be posted in a conspicuous location at both the Riverfront Marina Warehouse and Marina Store.**
8. **Garbage Removal:** Augusta will provide garbage collection with the Operator assisting with collection responsibilities.
9. **Utilities:** Operator shall obtain utilities in their name including electricity, gas, water/sewage, and telephone. Augusta will continue to provide and maintain Utilities and Landscaping for Common Areas used by the General Public at large. Common Area Utilities include: street and sidewalk lighting, fountains, garbage, water and sewer services. Operator will be responsible for Utilities in connection with operation of the store, fuel station, docks and individual boat slips.
10. **Maintenance and Repairs:** Operator shall perform daily maintenance repairs and upkeep of docks, store, boat ramps and parking areas. Operator shall keep the Riverwalk Marina neat, clean and free of trash and in good condition. Augusta staff will clean restrooms located adjacent to Marina store at the beginning of each day, with assistance from Operator during operating hours. Augusta will keep the roof, foundations, exterior walls, underground utility and sewer pipes in working condition.
11. **Rules and Regulations:** Operation of the Riverwalk Marina and Riverfront Marina Warehouse shall be conducted in compliance with all local, state and federal laws, environmental laws and the ordinances of Augusta, Georgia.
12. **Insurance Requirements:**
 - A. Maintain Worker's Compensation and Employer's Liability Insurance to meet the statutory requirements of the State of Georgia, to protect themselves from any liability or damage for injury (including death) to any of their employees.
 - B. Maintain Comprehensive General Liability Insurance, at Operator's sole expense, in the amount of \$1,000,000.00 combined single limit for bodily injury and property damage.
 - C. Maintain Automobile Liability Insurance including Property Damage covering all used or operated automobiles and equipment used in connection with the work.
13. **Appearance:** Operator agrees to maintain the Riverwalk Marina and Riverfront Marina Warehouse with an emphasis on safety and cleanliness, and will focus on limiting liability while holding the marina users accountable for their actions. Operator agrees to indemnify and hold harmless Augusta, from and against any claims, actions, demands or liabilities arising out of or relating to Operators operation of the Riverwalk Marina and Riverfront .
14. **Reports:** A monthly report of activities shall be submitted to the Director of Recreation and Parks by the 15th of each month. This report can be in the form developed by the Operator and approved the Department. This report shall include a monthly statement of gross revenue and will be subject to audit by the Augusta Finance Department. An annual report of the marina activities, revenue, improvements and conditions will be prepared by the Operator for review by Augusta no later than February 1st following the close of the fiscal year on December 31st.

- 15. Facilities:** Operator acknowledges it is receiving management control of the premises and personal property in their current “as is” condition. Operator will maintain the premises in good order and in sanitary and safe condition. Exhibit “A” is included showing the area of the Riverwalk Marina, Exhibit “B” is included showing Riverfront Marina (Dock C), and Exhibit “C” is included showing the Marina Warehouse property.
- 16. Contacts:** The Marina Store and Riverfront Marina Warehouse staff shall be available by telephone during normal business hours, and for after-hours emergencies. Contact phone numbers shall be posted in a conspicuous area within the Marina Store and the Riverfront Marina Warehouse. Additionally, the operator may develop a web site which can be linked to the City of Augusta web page, and/or the Recreation and Parks Department web page. The Department will provide a written description of available services within their twice-annual Activities Brochures. Optional advertising space within the Activities Brochure may be available.
- 17. Special Event Assistance:** Marina Operator will assist with any Augusta sponsored or co/sponsored events held at/near the Augusta Riverwalk Marina without additional compensation from event organizers or promoters

Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.

CRITERIA FOR EVALUATION

RFQ– Evaluation/Scoring Guidelines

The evaluator/evaluation committee will consider the following guidelines in awarding points to the evaluation criteria and the evaluations of the referenced questions.

Superior: 675 – 750 Points exceptional – completely and comprehensively meets all of the requirements of the RFQ; may provide additional information or cover areas not originally addressed within the RFQ and/or include additional information and recommendations that would prove both valuable and beneficial to Augusta, Georgia.

Good Response: 600 – 674 Points clearly meets all the requirements of the RFQ and demonstrates in an unambiguous and concise manner a thorough knowledge and understanding of the category or categories with no deficiencies noted.

Fair Response: 525 – 599 Points minimally meets most requirements of the RFQ. Respondent/Offeror(s) demonstrated some ability to comply with guidelines and requirements of the category or categories, but knowledge of the subject matter is limited.

Failed Response: 0 – 524 Points does not meet the requirements of the RFQ. Respondent/Offeror(s) has not demonstrated sufficient knowledge of the subject matter.

Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional information if deemed necessary.

Selection. Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award. The selection criteria shall include, but not be limited to, those contained in section 1-10-52(g) and the following:

- (1) Previous experience demonstrating competence to perform work or services involved in the solicitation;
- (2) Past performance of previous contracts with respect to time of completion and quality of work;
- (3) The ability to comply with applicable laws;
- (4) The ability to comply with the schedule of the commencement and completion of the services, as required by Augusta, Georgia;
- (5) The financial ability to furnish the necessary bonds to the extent necessary;
- (6) The financial condition of the offeror; and
- (7) The ability to provide staffing of management personnel, satisfactory to Augusta, Georgia.

RANKING		SCORING
First Round Elimination		Pass/Fail
Submittal and Quality of RFQ (MUST PASS FOR CONTINUED CONSIDERATION)		
A. Package submitted by the deadline		Pass/Fail
B. Package is complete (includes requested information as required per this solicitation)		Pass/Fail
Second Round Elimination		50
Quality of RFQ (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)		
C. Overall Quality of RFQ (concise and to-the-point)		
Proposer's Overall Ability to Provide the Services		480
D. Narrative		
1. Respondents Experience	100	
2. Financial Responsibility	100	
3. Project Management	95	
4. Key Personnel & Staff	90	
5. Organizational Qualifications	85	
6. Optional Interview (Potential bonus Points)	10	
Scope of Services		200
E. Scope of Services		
1. Prior experience in marina operation or knowledge of marina operation.	60	
2. Experience in performing daily maintenance repairs and upkeep of marina area. (Examples include repair of water lines, simple dock repairs, facility cleaning.)	40	
3. Prior sales experience with an emphasis on concessions and gasoline and ability to obtain Class "A" and Class "C" Fuel Operator Certification.	40	
4. Ability to perform customer service to marina patrons by providing 24 hour emergency service, on site resident management.	40	
5. Demonstrate an ability to coordinate with Recreation and Parks Department with Special Events on the River and an ability to develop a rental plan (canoes, kayaks etc.)	20	
Proximity to Area		10
G. Proximity to Area		
• Within Augusta	10 points	
• Within CSRA	8 points	
• Within Georgia	6 points	
• Within SE United States (includes AL, TN, NC, SC, FL)	4 points	
• All Others	2 points	
Reference(s)		10
H. References		

Note: Respondent/Offeror(s) receiving 600 will be considered as a short-listed firm.

Internal Use Only	
Evaluator:	Date:
Procurement Department Representative: _____	
Procurement Department Completion Date: _____	

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria (if deemed necessary)

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal.

Final negotiations and letting the contract. The Committee shall rank the technical proposals. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter. In making this decision, the Using Agency and the Procurement Director shall take into account the the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached. Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the proposals, as may be deemed in the best interest of Augusta, Georgia.

Exhibit "A": Dock A&B - Marina Store



Exhibit "B": Dock C



Exhibit "C": Marina Warehouse

